

# Montreal Young Women's Christian Association

502 DORCHESTER STREET WEST

MISS GRETA L. FINLEY, PRESIDENT  
MRS. JAMES N. LAING, HON.-TREASURER  
MRS. J. C. HANNA, HON.-SECRETARY



MISS F. M. POSTILL  
GENERAL SECRETARY

*Member of the Financial Federation of the  
Montreal Council of Social Agencies.*

March 12th, 1925.

The Director,  
The Margaret Eaton School of Physical Culture,  
Queens Park,  
Toronto, Ont.

Dear Madam:-

Do you know of any one who would be a good Physical Director at our Summer Camp in the Laurentian Mountains? She would of course have to hold regulation certificates both in Gymnastics and Swimming. Our Camp is very delightfully situated and accommodates One Hundred and Thirty-five girls at one time. The Sports Officers has full charge of all sports with one Assistant to help her and comes under the direction of the Camp Executive. We would be willing to pay her travelling expenses to and from the Camp <sup>and Montreal</sup> and there will be no living expenses while there and a remuneration of \$50.00 for the season.

We usually secure our Officers from McGill and have written them again today, but it occurred to me while writing that perhaps you might know some outstanding graduate who would care for a Summer experience of this kind in the Laurentian Mountains. She would have to be unquestionable as to character, competent and efficient and a non-smoker. If there is any one whom you would care to recommend for this purpose, I should be delighted to hear from you.

With kind regards,

Sincerely yours,

*F. M. Postill*  
General Secretary.

FMP/RAK



502 DORCHESTER STREET WEST



*Member of the Financial Federation of the  
Montreal Council of Social Agencies.*

Miss Elizabeth Pitt,  
1177 Bay Street,  
Toronto, Ont.

I was very much interested in your letter of March 18th, making application for the position as Physical Director of our Camp, but delayed replying until I heard from Miss Hamilton from whom I had a telegram previous to the receipt of your letter.

\* Montreal to  
Camp and  
return to  
Montreal.

Our Camp opens the last week of June and closes the first week of September. I am unable to advise the exact dates at present, but will do so when they are definitely fixed which will be very shortly. This year we are doing a great deal of construction work in the way of sleeping bungalows, and I shall have to be in the Mountains a great deal, which might delay my answering any correspondence from you.

Will you kindly acknowledge receipt of this letter as soon as you receive it, as we have a number of other applicants and I have to know you have definitely agreed to come to us.

Sincerely yours

General Secretary.



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MISS F. M. POSTILL

GENERAL SECRETARY

*Member of the Financial Federation of the  
Montreal Council of Social Agencies.*

June 5th, 1925.

Miss Elizabeth Pitt,  
Collingwood, Ont.

Dear Miss Pitt:-

Would it be possible for you to come to Montreal either on the 20th or 21st of June. Our Camp opens on June 27th and I think it would be much more satisfactory for you to have two or three days there before the girls come up in order to get acquainted with the other Officers and the grounds and routine. If you can do this and will write me at once, stating the date and hour you arrive, I will leave instructions here about your accommodation and transportation. I am going to Camp myself on the 15th of June, but will be back in the City before it opens, and I should like every Officers to be up there by the morning of the 25th. That would mean that you would have to leave here on the 3:15 train on 24th. If this were not possible not later than the 9 o'clock train on the morning of the 25th.

I was at Camp yesterday and assure you it is more delightful than ever. We are also very much pleased with our Officers for this year and your associate is one of our most charming graduates of McGill. She is not a trained Physical Director, as that of course is your place, but she is quite the equal in ability of one of the graduates of the Physical Course and is a graduate in Science.

We are looking forward very much to having you and hope you may thoroughly enjoy your visit with us and that you may be very happy in your new surroundings.

Kindest regards,

Sincerely yours,

*[Signature]*  
General Secretary.

FMP/RAK



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MISS F. M. POSTILL

GENERAL SECRETARY

*Member of the Financial Federation of the  
Montreal Council of Social Agencies.*

July 2nd, 1925.

Miss Pitt,  
Camp Oolahwan,  
St. Margarets,  
Terrebonne County,  
P. Q.

Dear Miss Pitt:-

Mr. Ross, the Examiner for Life Saving, is very anxious to fix his Summer dates as soon as possible and is wondering if you could let him know when you will be wanting him to examine for the Life Saving Tests.

His address is -

Alf. W. Ross, 391 St. Antoine Street -

and his 'phone number - Up. 0977, but he is only at home in the evenings.

When any girls take Life Saving Tests, would you be so good as to send me their names and addresses, as the certificates come here, and otherwise after Camp is closed it is rather difficult to forward them.

The fees are payable on the day of examination and we have made it a regulation here that no one enters the water unless she has paid. In case you have not a copy of the fees, I am enclosing a notice specifying them which we have on our notice Boards.

Wishing you the best of luck and a good time during the Summer.

Sincerely yours,

*Muriel B. Haslam*  
Physical Director.



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MISS F. M. POSTILL

GENERAL SECRETARY

*Member of the Financial Federation of the  
Montreal Council of Social Agencies.*

16th November, 1925.

Miss Elizabeth Pitt,  
Bryn Mawr College,  
Bryn Mawr, PA.

My dear Miss Pitt:-

Your letter was indeed welcome,  
and I am very pleased to hear that you are enjoying  
your work.

I saw Miss Robertson just a few  
days ago and she is, as usual, bubbling over with  
life and energy. Miss Bott is still with us and  
has been working with the other Secretaries on a  
conference of girls over the weekend.

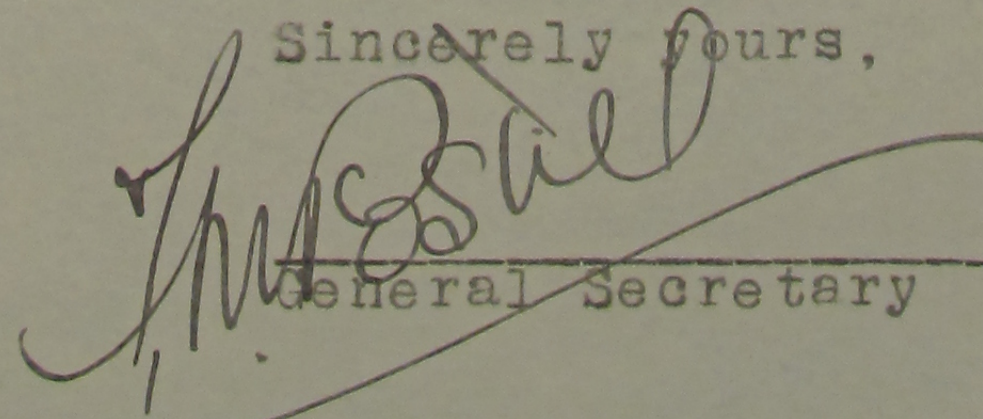
You will be interested in knowing  
that I spent up to Camp last Friday in about the worst  
weather we have had this Fall. The contractor has  
almost completed three new sleeping bungalows -- one  
of which is an Infirmary and one for Officers built  
on the point where your tent was situated last year.  
We have also had a path cut by the Government surveyor  
right around the Camp property.

Do you think you will be going  
to Camp next year?

Do let us hear from you from time  
to time as we are all most interested in knowing what  
you are doing.

With the kindest of regards,

Sincerely yours,

  
General Secretary

FMP/EH



National Council  
of the  
Young Women's Christian Association  
of the Dominion of Canada

Patroness: Her Royal Highness, Princess Alice, Countess of Athlone

Mrs. Harvey Agnew, President  
Miss Louise Gates, General Secretary

571 Jarvis Street  
Toronto 5, Canada

April 20, 1945.

Miss Elizabeth Pitt,  
117 Chaplin Crescent,  
Toronto, Ontario.

Dear Miss Pitt:

It gives me great pleasure to write you as Acting Chairman of the National Staff Committee regarding your appointment as General Secretary of the new YWCA at Oshawa. At a recent Executive Meeting the appointment which had been discussed with you previously was made officially and I was authorized to write to you to that effect. In view of Convention which we hope you can attend we should like to discuss with you the date that your appointment will take effect.

As you know, your appointment at the present time is as a member of the National Council staff to work in Oshawa, but at such time as the Provisional Committee in Oshawa establishes the YWCA there as a local project your appointment will be as an Executive of the Oshawa Board. I know that details of the position have been discussed with you, but for matters of record I would like to have them in writing, and would appreciate it if you would acknowledge this letter so that we may have our records complete.

Your position as General Secretary for the Oshawa YWCA carries a salary of \$1800 per year, plus living in the YWCA. According to the personnel policies of the National Council staff you are entitled to four weeks' holidays after eleven months' service. After six months' service you are entitled to holidays at the above rate. There is a provision in our National policies for two weeks' sick leave in the year, and one week's holiday between December 14th and January 15th, the week to include the authorised holidays at this time.

You might be interested in availing yourself of a Retirement Scheme whereby the Secretary and the employing Board each share the premium. The fund is administered by the National Board of the YWCA in the United States. We know it is a sound plan, and as economical as any that can be procured in spite of the exchange rates, for the original fund was subsidized, I believe, in order that YWCA secretaries could have safe protection at a minimum expense.



I understand that you have discussed with Miss Abernethy the best possible method of acquainting yourself with YWCA procedures prior to starting your new position. We think that an essential part of the programme that is worked out would be attendance at the National Convention to be held at Niagara Falls May 30th to June 4th. Miss Abernethy will be glad to discuss this with you.

May I say again how very happy we are that you are to join our staff and extend to you our very best wishes. If there is any way that we can help you, please do not hesitate to let us know.

Sincerely yours,

*Mary Jaffary* Per R.A.

Mrs. S.K. Jaffary,  
Convener,  
National Staff Committee.

MJ-KN



YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OSHAWA, Ontario  
Year of 1948

Name: Miss Elizabeth Pitt,  
Address: 199 Centre Street, Y.W.C.A., Oshawa  
Date of starting: June 12, 1945  
Salary Jan 1, 1948: \$2,000.00 Annually  
166.66 Monthly  
30.00 Monthly living at the Y.W.C.A.

Yearly increment of \$100.00, the maximum to be decided upon.  
Retroactive from June 12, 1946.

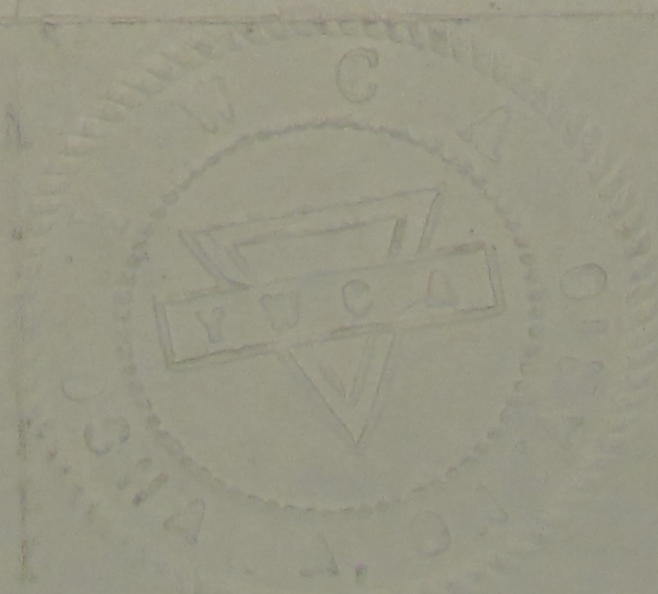
Work Plan

1. To be responsible for the administration of the local organization in co-operation with the Board of Directors of the Y.W.C.A., Oshawa
2. To arrange and hold a weekly staff meeting.
3. To be entitled to one month's holiday, with pay, provided that such holiday period shall fall within the summer vacation period.
4. To be entitled to one calendar week during the winter season.
5. The summer period shall be from June 1 - September 30, and the winter period shall fall between December 15th - January 15th.
6. A 44 hour weekly schedule to be adhered to, with two work sessions only of the working day.
7. Sick leave - 2 weeks are allowed, with a doctor's certificate required.
8. A job analysis day sheet must be kept
9. The General Secretary may on one month's notice in writing to the Chairman of Personnel Committee, terminate her services.
10. The Contractee is entitled to one month's notice from the Board of Directors, providing she is released from service.

*Esther H. Creighton* ---  
President, Y.W.C.A.

*Elizabeth Pitt* ---  
General Secretary.

*Margaret H. McFarlane* ---  
Chairman of Personnel





# Young Women's Christian Association



199 Centre Street  
Oshawa, Ontario

Position - EXECUTIVE DIRECTOR

Name - Miss Elizabeth Pitt

Address - 199 Centre Street, Oshawa, Ontario - Telephone 4964

Date of starting - June 12, 1945

Salary January 1, 1950 - \$2,260.00 annually  
168.34 monthly

25.00 monthly living at Y.W.C.A.

100.00 yearly increment (June 12, 1950)

Maximum to be decided upon.

Living - apartment supplied unfurnished.

## Work plan:

1. To be responsible for the administration of the Local Association in co-operation with the Board of Directors of the Y.W.C.A., Oshawa.
2. To arrange and hold weekly staff meetings
3. To keep a job analysis sheet
4. To adhere to a 44 hour weekly schedule - 2 work sessions only
5. To be allowed two weeks' sick leave (Doctor's certificate)
6. To be entitled to one month's holiday with pay, provided that such holiday period shall fall within the summer vacation period, and one calendar week during the winter season.

Summer period - June 1 - September 30

Winter season - December 15 - January 15.

7. The Contractee may on one month's notice in writing to the Chairman of the Personnel Committee, terminate her employment.
8. The Contractee is entitled to one month's notice in writing to the Board of Directors, providing she is released from service.

Elizabeth Pitt  
Executive Director

Marguerite McCallum  
President, Y.W.C.A.

Edith M. Friend  
Chairman of Personnel

Dated at Oshawa, Ontario, this

day of

1950





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